

PERSONNEL IN-PROCESSING/ORIENTATION

Employee's Name: _____ Office: _____
Title/Series/Grade: _____ Date of Arrival: _____
Home Address: _____
Home Phone: _____ Spouse Name: _____
Emergency Contact: _____ Phone: _____
For Security Purposes: Birth City/State: _____ DOB: _____
Any Other Names Used: _____ SSN: _____

PURPOSE: To provide supervisors with a consistent outline for In-Processing/Orientation of new employees. A copy of the completed Form will be maintained in the employees NRHQ personnel file in the Human Resource Office.

Division/Office

- ☐ Provide Position Description
- ☐ If new Civil Service employee, explain probationary period *
- ☐ If new supervisor, explain probationary period *
- ☐ Provide NRHQ organization chart; discuss working relationships within the Division/Office and within the NRHQ
- ☐ Explain mission/work of ACA NR
- ☐ Explain mission of TRADOC, IMA, and NETCOM and NR support to these organizations
- ☐ Identify assigned work area
- ☐ Identify equipment, rest rooms, drinking fountains, refrigerator, microwave, etc.
- ☐ Advise employee from whom they will receive instructions/work assignments
- ☐ Work hours (lunch period, etc)
- ☐ Advise employee of pay days, features of MyPay, etc. *
- ☐ Explain leave request process (how to request, electronic T&A Form, from whom to request, who to contact if sick, who to contact in an emergency, time frame to contact supervisor, etc.)
- ☐ Explain the ACA NRHQ Compressed Work Schedule
- ☐ Discuss outside employment or interests that may conflict with official duties while employed at ACA NRHQ
- ☐ Discuss use of telephone is for official business only, limited use is authorized to conduct personal business that must be conducted during normal duty hours
- ☐ Explain use of computer equipment is for official business purposes only (e.g., e-mail, internet); use consents to monitoring
- ☐ Provide or discuss NR HQ Policy Letters and Standing Operating Procedures; advice to employee constitutes employee will read and adhere to policies
- ☐ Assist the employee to enter, and keep current, Emergency Contact Data (CPOL) *
- ☐ Establish TAPES objective within 30 days of assignment
- ☐ Develop IDP within 30 days of assignment
- ☐ Introduce to NRHQ staff
- ☐ Set up office call with NRHQ Director

* Solicit assistance or schedule employee to meet with NR Human Resource Specialist, as necessary

RSO (Management & Program Analyst)

- ☐ Verify Security Clearance
- ☐ Complete new application or transfer current Government Travel Card
- ☐ Provide Government Travel Card policy for review/signature
- ☐ Key issue: Serial #_____ Serial #_____

BSD (IT Support)

- ☐ Add to Fort Monroe Domain
- ☐ Add to Fort Monroe E-Mail Domain
- ☐ Add to Fort Monroe/TRADOC Locator System
- ☐ Verify/Assist to establish AKO account

Date

Signature of Supervisor

Date

Signature of Employee**DATA REQUIRED BY PRIVACY ACT OF 1974**

1. AUTHORITY. 5 USC, Sec 301; and 10 USC, Sec 3012G.
2. PRINCIPAL PURPOSE(S). Maintained for ready reference in accomplishing official administrative requirements for assigned personnel.
3. ROUTINE USES. This information is used by office clerical personnel in completing official forms, rosters, emergency notification, verifications, etc., pertaining to individual concerned.
4. MANDATORY VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL
NOT PROVIDING INFORMATION: Voluntary, however, failure to provide information will hinder timely completion of official job-related requirements.